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GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BURTON M. CROSS BUILDING  
9 STATE HOUSE STATION, AUGUSTA, MAINE 04333

RYAN LOW  
COMMISSIONER

June 2, 2010

Subject: Rollout of Information Technology Staff Augmentation Program

To Prospective Information Technology Staff Augmentation Suppliers:

The Division of Purchases and the Office of Information Technology are pleased to announce the State of Maine's new strategic sourcing contract for information technology staff augmentation. This program is anticipated to go live on June 21, 2010, and it will be available to all branches of the Maine State Government. (Please note: any contracts that are currently in place for IT staff augmentation will continue through their current expiration dates. Renewals, if any, will be handled through the new strategic sourcing contract.)

You are receiving this letter either because your organization was included on the State of Maine's pre-qualified list of IT service vendors, or because your organization has been identified as a potential vendor under this new program. Since 2002, the pre-qualified list has been the State's model for acquiring IT resources on a temporary basis, but the State has recently decided to adopt a different model. This means that the list will no longer be used to acquire IT staff augmentation on a time-and-materials basis. Despite this decision, **all vendors on the pre-qualified list are encouraged to participate under the new program**, as described below.

Computer Aid, Inc. (CAI) will be the State of Maine's Managed Service Provider (MSP), responsible for the oversight of the staff augmentation process, including the following:

- Sourcing;
- Vendor response management;
- Initial candidate evaluation and validation;
- Interview facilitation;
- On-boarding; and
- Invoicing.

By implementing this contract, the State of Maine will realize cost savings by leveraging its buying power as one single entity rather than as individual agencies. It will also help streamline and standardize IT procurements within the State.

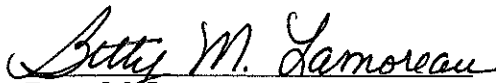
CAI fully supports the State of Maine's initiatives to help provide every business with the maximum opportunity to succeed under the procurement process, and we encourage all previously pre-qualified vendors to participate for IT positions that will be available through this new contract. Interested vendors can join at any time, and the enrollment process is quite simple.

CAI will be conducting contract orientation sessions for interested business partners on Friday, June 11, 2010. There will be two sessions; the first will be from 10 a.m. to 12 p.m., and the second will be from 1 p.m. to 3 p.m. These sessions will take place in Room 105, on the first floor of the Burton Cross Office Building, located at 111 Sewall Street, Augusta, Maine, 04333. Pre-registration is mandatory due to limited seating. To reserve your seat, please send your reservation request to the Maine IT Staff Augmentation Helpdesk at [Maine\\_Help@compaid.com](mailto:Maine_Help@compaid.com) or by calling 1-800-635-5138.

Once CAI receives your request, CAI will send you a packet of information with specific instructions on becoming a business partner for this contract. It will also contain information on upcoming training sessions and webinars for the web-based tool that will be used to view opportunities and submit candidates. If you are unable to attend orientation, but are still interested in joining the network, please send your request to the aforementioned Helpdesk email address.

The State of Maine looks forward to your participation. Please address all your pre-meeting questions to [Maine\\_Help@compaid.com](mailto:Maine_Help@compaid.com). The Division of Purchases, the Office of Information Technology, and CAI all look forward to working with you under this new program.

Sincerely,



Betty M. Lamoreau  
Director  
Division of Purchases



Richard B. Thompson  
Chief Information Officer  
Office of Information Technology

CC: Donna Grant, Secretary of State for Information Services

Scott Clark, Director of Information Technology, Legislative Branch

Warren P. Armstrong, Jr., Director, Office of Information Technology, Judicial Branch